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ADJUSTMENTS USER MANUAL

CREATING AND USING A TEMPLATE

INTRODUCTION

An Adjustment template can be created and saved and then used to create an adjustment document for adjustment transactions that would have the same or similar transaction codes, amounts, and other fiscal coding. You can create a template after you have saved a regular adjustment document or as a stand-alone template. This document will describe creating and using a stand-alone template.

You can also create a template using two different methods. One is to start on the **Document** screen and use the **Save as Template** button. The other is to search for templates on the **Status** screen and then use the **Template** screen.

TO CREATE A TEMPLATE

TO START ON THE DOCUMENT SCREEN

1. Click the **Document** tab.
2. Enter an eight character alphanumeric document number in the **Doc #** field. The **Doc #** is a required field.
3. Select a **Batch Type** from the drop down menu: **A - Adjustments, 1 - Budgetary, 2 - Receipts/Revenue, 3 - Expenditures/Enc, 5 – General**
4. Enter a date in the **Effective Date** field or click the calendar icon to select a date.
5. Enter a 30 character **Description** if desired.
6. If desired, enter a new **Group** name or click the asterisk and then select a previously created Group from the drop down menu.
7. Enter a **Comment** if desired. (Click the plus sign to expand the comments box.)
8. Click **Save as Template**.

Figure 1 - Save as Template

The screenshot shows the 'Document' screen with the following fields and buttons:

- Status** tab selected.
- Doc #**: CHP15236
- Batch Type**: 5 - General
- Effective Date**: 8/26/2008
- Save as Template** button (highlighted with a red circle)
- New Document** link
- Description** field
- Group** field
- Comments** field
- Save & Continue** button
- Save & Clear** button
- New Template** button
- Delete Document** button

TO START ON THE STATUS SCREEN

1. Click the **Status** tab.
2. Check the **Template** check box and then click **Find**.

Figure 2 - Find a Template

Document #	Batch Type	Description	Status
999ABC	2	CREATION THURSDAY	Template
999EFG12	2	THURSDAY TEST	Template
adj06	2	DG, TD 5/06	Template

3. The **Document** tab will change to a **Template** tab. Click the **Template** tab.

4. Enter an eight character alphanumeric document number in the **Doc #** field. The **Doc #** is a required field.
5. Select a **Batch Type** from the drop down menu: **A - Adjustments**, **1 - Budgetary**, **2 - Receipts/Revenue**, **3 - Expenditures/Enc**, **5 - General**
6. Enter a date in the **Effective Date** field or click the calendar icon to select a date.
7. Enter a 30 character **Description** if desired.
8. If desired, enter a new **Group** name or click the asterisk and then select a previously created Group from the drop down menu.
9. Enter a **Comment** if desired. (Click the plus sign to expand the comments box.)
10. Click **Save & Continue**.

TO ADD TRANSACTION ROWS TO THE TEMPLATE

1. Click **Add Row** to create the first row of the adjustment distribution grid. This is where you will enter the amounts and the fiscal coding of the transactions.
2. Enter a transaction code in the **TC** field. The **TC** is a required field. If you are not sure which transaction code to use, you can look up transaction codes and select one (see step 6.a).
3. If the transaction code should be a reversal, enter a reversal indicator in the **R** field.

4. Press TAB or click into another field. The transaction code will be validated and other fiscal code fields required by the TC will be highlighted in pink. You can save a template without entering fiscal codes in these particular fields. However, these must be filled in when the template is saved as an adjustment document and the distribution is completed.

Figure 3 - TC and required fields

5. Enter the remainder of the fiscal coding needed for the adjustment – amount, PCA, subobjects, etc. In any fiscal code field designated with an asterisk you can perform lookups and/or your data entry will be validated:

To look up a fiscal code:

- a. Place the cursor in a designated field and press F3.
- b. In the look up dialog box, enter any combination of search criteria (PCA, Index, or whatever is applicable). You can enter just the first few numbers or letters or use the wildcard (%).
- c. Click **Find**.
- d. Click **Select** or the fiscal code you want to use. For example, click the PCA you want to use and the PCA field and any other fiscal codes associated with it will be automatically filled in. NOTE: The TC field will not automatically fill in related fiscal codes.

Data entry validation:

- a. Enter a fiscal code into a designated field.
- b. Press TAB to move to the next field or click in another field. If the fiscal code is valid, it will automatically fill in any other fiscal codes associated with it. If the fiscal code is invalid, an error message will be displayed.
- c. When you save the template, any other fiscal codes that are invalid will generate an error message and the invalid fiscal codes will be highlighted.

6. Click **Add Row** as many times as needed to create rows for your transactions.
 - a. Click **Dup** if you want to duplicate the row (e.g., to use the same fiscal coding.).
 - b. Click **Del** if you want to delete a row.
 - c. Click **Undo Updates** to clear all unsaved rows.

NOTE: If you have several lines of transactions and want to view them, along with descriptive titles of the fiscal codes (**PCA, Grant**, etc.) click **Preview**. If there is a line in the preview that you need to edit, click **Select**.

7. Click **Save & Continue**.
 - Click **Save & Clear** to save the document as is and clear the fields.
 - Click **New Document** to clear all fields without saving and start a new document.

NOTE: You can save the template by adding as many rows and transaction codes as you want and then clicking either **Save & Continue** or **Save & Clear**. You can recall the template later and save it as a document, at which point you would complete the amounts and fiscal coding.

TO CREATE A DOCUMENT FROM A TEMPLATE

To use a template you have saved, find the template on either the **Status** screen or on the **Documents** screen, open the template, change the document number, and then save the template as a document. You could then make changes to the new document as needed for the particular adjustments you are processing.

TO FIND AND USE A TEMPLATE FROM THE STATUS SCREEN

8. Click the **Status** tab.
9. Check the **Template** check box and then click **Find**.

Figure 4 - Find a Template

	Document#	BatchType	Description	Status
Edit	999ABC	2	CREATION THURSDAY	Template
Edit	999EFG12	2	THURSDAY TEST	Template
Edit	adj06	2	DG, TD 5/06	Template

10. Click **Edit** next to the Template that you want to use.
11. Change the **Doc #** to a new document number. (The application will alert you if a document number already exists.) If you do not change the document number, you will have an adjustment document and a template with the same number.
12. Enter a new **Description** and **Comments** if needed.

Figure 4 - Change the document number

Figure 4 shows the 'Template' tab in the Adjustments User Manual. The 'Doc #' field is set to 204, and the 'Batch Type' is 'A - Adjustments'. The 'Effective Date' is 5/29/2008. The 'Save as Document' button is highlighted. The 'Description' field contains 'Toms adjustments'. The 'Balance' is \$0.00. The 'Save Detail' checkbox is checked.

13. Click **Save As Document**. The template will be saved as a new Adjustment document with a status of **Adj Distribution in Progress**.

NOTE: The **Save Detail** check box is checked by default. Leave this checked to save all of the distribution and fiscal coding lines. If unchecked, the document is saved with just the Document Number, Batch Type, and any description or comments - distribution rows or fiscal coding are not saved.

Figure 5 - Template saved as document

Figure 5 shows the 'Template' tab in the Adjustments User Manual. The 'Doc #' field is set to 1003, and the 'Batch Type' is '2 - Receipts/Reven'. The 'Effective Date' is 5/29/2008. The 'Save as Template' button is highlighted. The 'Description' field contains 'Fleet adjustments'. The 'Balance' is \$0.00. The 'Distribute Adjust Complete' button is highlighted.

14. If necessary, complete or change the fiscal coding, effective date, or amounts as needed for your transactions. If no changes are needed, go to step 9. NOTE: To view the descriptive titles of the fiscal codes (PCA, Grant, etc.) click **Preview**.
15. If you make any changes, click **Save & Continue**. Note the **Balance**. The balance will update when you save the document and it must be zero. This reflects transactions that debit or credit GL accounts 1003 and 1005.
16. When finished, click **Distribute Adjust Complete**. Any fiscal code fields that are invalid will generate an error message and the fiscal code fields will be highlighted.
17. The document is then ready to be approved.

TO FIND AND USE A TEMPLATE FROM THE DOCUMENT SCREEN

1. Click the **Documents** tab.
2. Click the asterisk next to the **Doc #** field to open the look up dialog box.
3. Enter any of the search criteria you need to identify a template, check the **Template** check box and then click **Find**. (To see a list of all templates, leave the search criteria blank, check the **Template** check box and then click **Find**.)

Figure 6 - Finding templates in document look up

The screenshot shows the 'Adjustment Process Document Look Up' dialog box. The 'Template' checkbox is checked and circled in red. A red arrow points from the 'Doc #' field in the left sidebar to the 'Document #' field in the dialog box. The dialog box contains fields for Document #, Invoice #, Group, and TC, along with a 'Find' button and a 'Cancel' button. Below the buttons is a table with columns 'Doc' and 'Status'.

Doc	Status
Select 999ABC	Template
Select 999EEC42	Template

4. Click **Select** next to the Template that you want to use.
5. Change the **Doc #** to a new document number. If you do not change the document number, note that you will have an adjustment document and a template with the same number. (The application will alert you if a document number already exists.)
6. Enter a new **Description** and **Comments** if needed.
7. Click **Save As Document**. The template will be saved as a new Adjustment document with a status of **Adj Distribution in Progress**.

Figure 7 - Template saved as document

The screenshot shows the 'Adjustment Process' screen. The 'Doc #' is 1003, 'Batch Type' is 2 - Receipts/Reven, and 'Effective Date' is 5/29/2008. The 'Description' is 'Fleet adjustments'. The 'Balance' is \$0.00. The 'Distribute Adjust Complete' button is highlighted. Below the buttons is a table with columns 'IC', 'R', 'Amt', 'PCA', 'Index', 'PCN', 'ExpSub', 'Dt', 'RevSub', 'Dt', 'Grant', 'Ph', 'Project', 'Ph', 'BU', 'Fund', 'Dt', 'InvNo', and 'Description'.

IC	R	Amt	PCA	Index	PCN	ExpSub	Dt	RevSub	Dt	Grant	Ph	Project	Ph	BU	Fund	Dt	InvNo	Description
Del	Dur	102		100.00	02100	1000								HDAG	0290			TOBYS AF
Del	Dur	102	R	100.00	02100	1000								HDAG	0290			TOBYS AF

8. If necessary, complete or change any of the fiscal coding, effective date, or amounts for your transactions. If no changes are needed, go to step 10. NOTE: To view the descriptive titles of the fiscal codes (**PCA**, **Grant**, etc.) click **Preview**.
9. If you make any changes, click **Save & Continue**. Note the **Balance**. The balance will update when you save the document and it must be zero. This reflects transactions that debit or credit GL accounts 1003 and 1005.
10. When finished, click **Distribute Adjust Complete**. Any fiscal code fields that are invalid will cause an error message to be displayed and the fiscal code fields will be highlighted.
11. The document is ready to be approved.